



Polite, Professional & Progressive

Douglas L. Law, Chief

MESQUITE POLICE DEPARTMENT PERSONAL PUBLIC RECORD REQUEST

INSTRUCTIONS:

Requests to examine or copy public records must be made in writing using this form. Requests may be subject to an administrative fee, which may be required in advance. The record or a written reply may be mailed to you at the address given by you below. Allow a minimum of five (5) business days for a response.

1. Fill out this form completely: full name, address and telephone number. PLEASE PRINT.
2. Specify public record requested by using the case report number; provide as much detailed information as you can.
3. There will be a twenty-five cent (.25) charge per page.

PUBLIC RECORD REQUESTED BY:

Name: _____ Daytime or message phone: _____

Complete mailing address: _____

Are you the subject of the public information you are requesting? ____Yes ____No If no, you must provide an acknowledged release signed by the subject of the public information request or a court order. If yes, you must have your signature notarized below.

PUBLIC RECORD REQUESTED:

Incident and/or Case Report Number (if known): _____

If incident or case numbers are not known, please provide as many details surrounding the incident as possible. Include date and time of incident, full names of individuals involved, including date of birth and social security number if possible.

STIPULATIONS:

Public records released pursuant to this written request are not warranted as to completeness or accuracy. Some public records maintained by Law Enforcement authorities are exempt from disclosure under Nevada's Open Records Act. The information you requested may be edited. NEVADA LAW PROVIDES FIVE (5) BUSINESS DAYS TO RESPOND TO YOUR REQUEST, DEPENDING ON SPECIFICS OF AVAILABILITY AND EXCLUDING U.S. MAIL TIME. Business days are Monday through Thursday 8:00am to 4:00pm & Friday 8:00am to 12pm. All requests received after a business day closes shall be deemed received the next business day. Allow a minimum of five (5) business days for a mailed response.

Requestor's Signature: _____ Date: _____

State of Nevada
County of Clark

On this ____ day of _____, 20____ before me the undersigned, a Notary Public for said County and State, personally appeared _____, known to be the person described herein and who executed the foregoing instrument who acknowledged to me that he/she executed the same freely and voluntarily and for the purposes therein mentioned.

Notary Public in and for the said County and State

OFFICIAL USE ONLY

Date: _____ Received By: _____ Approved by: _____ Denied by: _____

Notes: _____

Form 2007.29 MPD 08/10

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